



Departmental Quarterly Performance Report

**FY 02-03
Quarter 3**

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DEPARTMENTAL QUARTERLY PERFORMANCE REPORT

Department Name: Vizcaya Museum and Gardens

Reporting Period: January 1, 2003 – March 31, 2003

MAJOR PERFORMANCE INITIATIVES**Describe Key Initiatives and Status****Check all that apply**

County Mgr. Priority (Circle One): People <u>Service</u> Technology Fiscal Responsibility Initiative: Comprehensive Master Plan Update: 30% complete Selection committee recommendation of A/E firm forwarded to and approved by Vizcaya Director. Master Plan firm in negotiations with A/E firm.	<input checked="" type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
County Mgr. Priority (Circle One): <u>People</u> Service Technology Fiscal Responsibility Initiative: Maintain Vizcaya Museum and Gardens website a minimum of once per quarter. Attaining 100% of goal to provide up to date information to our website visitors.	<input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
County Mgr. Priority (Circle One): People <u>Service</u> Technology Fiscal Responsibility Initiative: Full integration of Historic Estate Renovation and construction of the Village Garage and Blacksmiths shop is nearing completion. Expected completion in October 2003.	<input checked="" type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility	<input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)

Departmental Quarterly Performance Report
Department Name: Vizcaya Museum Gardens
Reporting Period: Quarter 2 Ending 3/31/03

II. Personnel Summary

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS	2002-2003 Sworn Budget	2003-2004 Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	34	1,639,000	34	4	31	7	34	4		

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

Museum Registrar
 Education Director

C. Turnover Issues

Our turnover issues are in our Security Department. Being that our Museum Attendants are not paid a high salary, they are always applying for positions that pay more money.

D. Skill/Hiring Issues

Presently none.

E. Part-time, Temporary and Seasonal Personnel

(Including the number of temporaries long-term with the Department)

We have a total of 10 part-time positions at Vizcaya and no seasonal or temporary positions.

F. Other Issues

Presently none.

III. Financial/Personnel Information

Operating Revenue and Expenditure Activity

	Prior Year	Current Year					
	Actual	Quarter - April - June 30, 2005			Annual		
		Budget	Actual	Variance %	Budget	Actual	Variance %
Revenues:							
Carryover Reserve	2,280,782	-	-		2,220,000	-	0%
Photos	250,513	75,000	82,305	9%	205,000	246,230	-20%
Tent Rental	182,974	22,500	13,376	-41%	185,000	161,832	88%
Special Events	805,344	153,100	146,644	-4%	775,000	718,741	93%
Misc. Income	80,749	10,365	13,566	31%	70,000	55,459	80%
Guide Books	21,343	3,000	5,821	6%	30,000	19,473	65%
Admissions	1,292,315	300,000	261,671	-13%	1,370,000	1,084,645	80%
Interest	62,831	15,000	9,075	-40%	85,000	27,984	33%
Klein Foundation	119,815	-	7,120	100%	191,000	30,928	17%
Martori	73,997	22,500	25,244	12%	80,000	54,707	69%
Total	5,170,663	601,465	564,821	-6%	5,211,000	2,399,999	47%
Expenditures:							
Salaries	1,195,834	362,653	340,423	-6%	1,639,000	994,097	61%
Fringe Benefits	359,837	100,152	82,303	-17%	436,000	289,168	67%
Operating Exp.	1,027,190	331,500	278,285	-16%	1,062,100	428,956	41%
Reserve	-	-	-	-	726,000	-	0%
Klein Foundation	183,580	10,500	10,615	0%	47,900	27,957	59%
Capital	142,775	268,000	287,195	7%	1,300,000	877,128	68%
Total	2,909,216	1,072,805	998,821	-6%	5,211,000	2,617,305	51%

Equity in Pooled Cash

	Prior Year	Current Year		
	Year End	Month 1	Month 2	Month 3
Fund/Subfund				
*	2,780,163	(128,243)	(155,850)	54,017
Total	2,780,163	(128,243)	(155,850)	54,017

Notes on Financial Information:

Revenues Variances:

Photos - Over budgeted amount due to increase in the number of quince/bridal photo shoots.

Tent - Under budget - increase in cost per tent charged to Vizcaya as the tent company that won the bid charge a higher daily rental rate.

Misc. Income - Received one time small grant for conservation planning of VM&G.

Admission - Slight decrease compared to budget as Vizcaya closed for a day for the treaty signing.

Interest - Decrease due to decrease in interest rate paid on cash reserve, which has decreased for related capital projects.

Martori - Timing difference - expected to be within budgeted amount.

Expenditure Variances:

Salaries - Decrease due to several vacant positions.

Fringe Benefits - Several vacant positions.

Capital - Over budget due to unexpected expenditures related to the replacement of air conditioner units.

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IV. STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses as noted below:

Notes and Issues:

Based on the projection submitted to OMB for fiscal year 02/03, Vizcaya expects revenue to exceed expenses due to the various positions that we have vacant that are above our 5% attrition set for salaries.

Department Director Review

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.



Signature

Department Director

Date

8/11/03